

**ELIGIBILITY:** Members of the GBFEB Diversity Committee are not eligible for nomination for an individual diversity award.

Three awards are presented annually: A Manager Award, an Employee Award and a Group/Team Award. We welcome any and all nominations for employees, supervisors and managers whom you believe have made significant contributions to your agency's diversity efforts, this includes being involved in activities, programs and organizations that promote diversity within the Federal government.

Nominations are not restricted to employees whose primary duties are in the following areas: Equal Employment Opportunity; Affirmative Action; Special Emphasis; Disabilities; and Civil Rights.

Nominations of employees whose job duties are directly related to diversity must be for long term performance and accomplishments clearly over and above that which is expected of the position.

All nominations must be signed by the nominee's supervisor and Agency Head.

**CRITERIA:**

- (1) Teaching managers and employees how to capitalize on differences in style, skill and experience to achieve common goals.
- (2) Teaching managers and employees how to deal with the conflict inherent in a diverse environment.
- (3) Promoting sufficient diversity in style, skill and experience through tenacious recruitment, training and mentoring.
- (4) Planning and/or participate in Agency/GBFEB Diversity events.
- (5) Participating in off duty activities, which promote diversity.
- (6) Reducing barriers in our processes or practices that adversely affect diversity opportunities.
- (7) Speaking engagements that encourage support for Diversity.
- (8) Membership/participation in community organizations and programs, i.e. tutoring.
- (9) Involvement in special emphasis organizations, activities, and conferences.

Nominations should be submitted to:

Cathy A. Fletcher, Defense Contract Audit Agency;  
101 Merrimac Street, Suite 820A; Boston, MA. 02114-4719

If you have any questions regarding the awards or nominations, please contact Cathy Fletcher at (617) 450-0455 Ext. 3102; FAX (617) 450-0475; E-Mail: [CFletcher@dcaa.mil](mailto:CFletcher@dcaa.mil)

**GBFEB DIVERSITY PERFORMANCE AWARD NOMINATION FORM  
(Cover Page)**

**Name Of Nominee Or Group:**\_\_\_\_\_

**Department/Organization:**\_\_\_\_\_

**Telephone:**\_\_\_\_\_

**Nominator:**\_\_\_\_\_

**Telephone:**\_\_\_\_\_

**Signatures:**

**Agency Head**\_\_\_\_\_

(Print Name)\_\_\_\_\_

**Supervisor** \_\_\_\_\_

(Print Name)\_\_\_\_\_

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# GBFEB DIVERSITY PERFORMANCE AWARD NOMINATION FORM

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**AWARD CATEGORY: (Please Check One)    ---Manager    ---Non-Manager    ---Group**

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## CRITERIA FACTORS FOR DIVERSITY PERFORMANCE AWARD

Individuals or groups nominated for these awards should Demonstrate a firm commitment to diversity goals and objectives. Nominations MUST be submitted in the following format ONLY, addressing the following factors and not to exceed three pages.

**FACTOR 1 - Diversity Contributions:** Describe the individual contributions made by the nominee or group which have resulted in the promotion, understanding, or acceptance of the Diversity Program in the agency, community, etc.

**FACTOR 2 - Achievements:** Identify the specific achievements attributable to the employee or group in the areas of recruitment, promotion or hiring, and the impact these have had on the organization's Diversity goals and objectives.

**FACTOR 3 - Awards/Outside Activities:** Provide information on any awards or recognition received by the nominee or group and from whom. Also include any pertinent activities outside the agency that are worthy of recognition.

**FACTOR 4 - Professional Activity:** Provide information on membership and active participation in professional special emphasis organizations and societies. This include activities as a committee member and/or as an officer of a professional special emphasis organization.